

**Water/Wastewater Commissioners’  
Meeting Minutes  
September 27, 2011**

Present: Robert E. Courage, Chairman

Dale A. White, Member

David Boucher

Evelyn Gendron

Absent: Michael E. Putnam, Vice-Chairman

**Call to Order:**

Chairman Courage called the meeting to order at 6:00 p.m.

**Decisions:**

Approval of Final Minutes – Chairman Courage made the motion to approve the minutes of the meeting held on September 13, 2011 as presented. Commissioner White seconded the motion. All voted in favor.

Sewer Abatement Request – 15 Lewis Street – Mrs. Hardwick, Water Utilities Billing Clerk, being present, explained the resident is seeking a one-time adjustment for pool fill with gallons used. The amount of usage to be abated is 15,400 gallons, which is 2,059 cubic feet. Upon discussion, Commissioner White made the motion to approve this sewer abatement request as presented and based upon the recommendation of Superintendent Boucher. Chairman Courage seconded the motion. All voted in favor.

Change to Quarterly Billing Cycle for Wilton Water Users/Milford Sewer Users – Mrs. Hardwick distributed information to the commissioners explaining that on September 1, 2011 the Wilton Water Works sent a notice to its water customers indicating that effective January 1, 2012 quarterly bills will be issued due to a new adopted format for water billing and, to be congruent with the Wilton water billing cycle, she proposes returning to a quarterly billing cycle for the Wilton sewer users. Commissioner White made the motion to approve the proposed change to a quarterly billing cycle for the Wilton sewer users, and as recommended by Superintendent Boucher. Chairman Courage seconded the motion. All voted in favor.

Water Entrance Fee Payment Plan – 263 Mason Road – Mrs. Hardwick explained that the homeowner is seeking approval of a six month payment plan after a plumber connected the property on September 27<sup>th</sup>, with five monthly payments to be paid in the amount of \$186.38 and the final payment to be in the amount of \$186.35. Commissioner White made the motion to approve this request as presented for a six month payment plan to be paid in full March 2, 2012 for the purpose of the water entrance fee, as recommended by Superintendent Boucher. Chairman Courage seconded the motion. All voted in favor.

## **Discussion/Information Items:**

Shady Lane Water Tank / Potential Verizon Wireless Lease – Commissioner White said that he had researched this matter and was prepared to discuss it, but said that if it is preferable to discuss this when Vice-Chairman Putnam is in attendance that is fine with him. Chairman Courage said this matter will be tabled until the next commissioners' meeting.

Sewer Rate Study Update – Mr. Boucher said unfortunately there is nothing new. Commissioner White and Chairman Courage agreed another meeting should be scheduled within the next week or two, since it was Chairman Courage's recollection that the progress meeting had been held during June.

Superintendent Boucher said that he doesn't believe he owes any additional information that may be delaying financial calculations. Chairman Courage said that the sewer rate has not increased since 2006 and a sewer rate change is likely for 2012 but that it cannot occur without a rate study. Mr. Courage said that a sewer rate increase notification should not be sent to sewer users during the holiday season. He recalled that Town Administrator Scaife and Finance Director Sheehy wanted to do an in-house sewer rate study using the 2006 rate study completed by Stantec Consulting with updated information supplied by Superintendent Boucher. Chairman Courage said that sewer entrance fees should have been updated after the completion of the town audit. Mr. Boucher said that the entrance fees had been updated after completion of the 2009 audit and it was his understanding that adjustments resulting from the 2010 audit were needed. Commissioner White reiterated that a meeting to discuss a completed sewer rate study is needed; Chairman Courage said this meeting should be arranged during the next few weeks.

Curtis Well Field Update – Mr. Boucher said the conservation plan has been approved by the NH DES. Commissioner White said the conservation report is a comprehensive compilation of information that took care of all the bullet points that mattered. Superintendent Boucher apprised the commissioners of the project expenditures to date and explained the chlorination plans for Well 2A to occur on Friday and that the results should be available on Tuesday. Commissioner White inquired about the water tables. Upon discussion, Commissioner White made the motion to approve Wright-Pierce's agreement for Engineering Services for Curtis Well No. 1 Well Cleaning, to include hydro-geologic support and oversight services to meet all NH DES requirements, at a price of \$3,600.00. Chairman Courage seconded the motion. All voted in favor. Two agreement copies were signed; Superintendent Boucher will send one copy back to Wright-Pierce.

Activities Report – Reviewed by the commissioners. Mr. Boucher answered the commissioners' questions regarding the recent water main break at Millbrook and Briarcliff streets.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said that Kokko Well had been sampled and that he was hoping to receive the certificate indicating "no further action" is required. Mr. Boucher said that the Collection System Foreman had requested a quote from National Water Main regarding the sealing of ten sewer services and joints, at a price of \$1,900.00 each with a one-time mobilization fee. He said he could email the locations to the commissioners. Budget line item monies were reviewed and Commissioner White inquired about the payback. Commissioner White asked Mr. Boucher to see if the mobilization fee could be waived. Chairman Courage made the motion to approve spending \$ 19,000.00 for the sealing of 10 sewer services as proposed by National Water Main Cleaning Company, with funds to be utilized from the sewer bond and sewer impact line item accounts and in

keeping with the sewer rehabilitation program. Commissioner White seconded the motion. All voted in favor.

**Future Appointments/Meetings:**

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, October 11, 2011 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

A motion to adjourn the regular meeting was made by Chairman Courage at 6:30 p.m. Commissioner White seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

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Robert E. Courage, Chairman

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Date

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Michael E. Putnam, Vice-Chairman

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Date

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Dale A. White, Commissioner

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Date